

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE ELECTIONS ENFORCEMENT COMMISSION  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE OFFICER (JOB CLASS 1308) PCN 91869**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees on current exam list or lateral transfer

**Location:** 18-20 Trinity St., Hartford, CT Refer to [www.ct.gov/seec](http://www.ct.gov/seec) for a description of the Commission

**Hours:** 40 per week Full Time

**Salary:** AR-23 \$64,284 – \$83,103

**Closing Date:** November 17, 2014

**Eligibility Requirement Fiscal/Administrative Officer:**

Candidates must be on the **current certification list** promulgated by the Department of Administrative Services (DAS) for the classification of Fiscal/Administrative Officer. State employees currently holding that title or those who have previously attained permanent status may apply for lateral transfer.

**Minimum Qualifications Required Knowledge, Skill and Ability:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; knowledge of and ability to use CORE-CT, EXCEL and related financial programs.

**General and Special Experience:** Refer to DAS Class Specification for class code 1308 Fiscal/Administrative Officer.

**Preferred skills and experience:**

Strong Excel® skills, and experience using the CORE-CT Financials modules Accounts Payable/Vendors and Accounts Receivable/Billing.

**Example of Duties**

The primary duties involve general accounting functions as related to the agency and the Citizen's Election Program. Specific responsibilities include: participating in budget preparation; monitoring budget activity; monitoring the agency's general fund accounting, including maintenance of the main account and subsidiary accounts; monitoring the maintenance of accounting records, reconciliations, and financial statements for grant funds; general accounts examination functions which are unique to the State's election process and the Citizen's Election Program; monitoring the purchase of supplies, equipment and contractual services (including preparing specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, and analyzing price trends).

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor  
Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to PCN 91869.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.